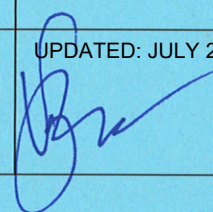


<b>TITLE:</b>  <b>TRAVEL AUTHORIZATIONS (TA'S)</b>	<b>POLICY NO:</b>  <b>CDLO 208</b>
<b>PURPOSE:</b> <b>How to prepare and process travel authorizations funded and approved by Grantor - Office of Local Defense Community Cooperation (OLDCC).</b>	UPDATED: JULY 2021 

### Summary:

Office of the Governor adheres to Government of Guam travel laws and Government of Guam (DOA) Travel regulations.

Executive travel supported by Office of the Governor's (OOG) Staff and Logistical Support Grant requires approval by Grantor prior to travel. All travel using this funding requires a nexus to DOD's expansion and initiatives on Guam, or grant related task orders. Travel expenses (airfare and per diem) may be prorated if other Government official business is being incorporated with scheduled travel.

An Executive Travel Report (narrative) prepared by the traveler is required post travel.

- 1) Office of the Governor (OOG) determines requirement for travel – travelers, destination, dates, purpose for travel, proposed meetings in CONUS and approximate costs.
- 2) Community Defense Liaison Office (CDLO) prepares and submits a detailed request for executive travel to OLDCC Program Manager (PM) via email.
- 3) The PM will respond via email with an approval.
- 4) When Approved:
  - a. Print out copy of email request and approval
  - b. Attach to all travelers TA package
- 5) PROCEED with preparing TA – Checklist and TA form.
  - a. Using DOA's travel agent rotation log, contact the agent and make airline reservations
  - b. Using this site, [www.defensetravel.dod.mil/site/perdiemCalc.cfm](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm) , determine Per Diem rates at each destination. (Copy and paste the rates to Word file, and attach to the TA.)
  - c. Complete TA form with account number, traveler information and vendor number, dates at each destination, per diem amounts, auto rental amounts and any conference fees as applicable.
  - d. Prepare Memorandums for the Governor's approval.
    - i. Request for Executive travel – include all travelers names, destination, dates, funding source, purpose and indicate if grantor approved use of travel funding.
    - ii. IF Applicable, prepare a memo to BBMR Director and DOA for Governor's signature approving Auto rental – include traveler name, total rental rate, parking and fuel. This information/amount is included on the TA form.
  - e. IF Conference Fees are applicable for travel, obtain an invoice from vendor and complete a Direct Payment (DP) form. Include conference fee amount in the TA form. The Direct Payment form and vendor invoice should be attached to the TA when processing. (DOA



usually prepares and gives the traveler the payment for the conference. Traveler must hand carry and present the DOA check when signing in at conference site.

- f. Obtain all quotes and attach to TA – hotel and auto rental, if applicable.
- g. Complete a Leave form for Traveler to be submitted when due.

6) TA Package should include:

- a. Completed TA form and Checklist
- b. CDLO request for travel and Grantor APPROVAL (email correspondence)
- c. Governors' memo approving travel and auto rental (if applicable)
- d. Document with Per Diem rates for each destination
- e. Travel Itinerary
- f. Meeting Itinerary
- g. Hotel and Auto Rental quotes
- h. Conference information, registration, vendor invoice and Direct Payment form (if applicable)

7) Have Certifying Officer review and sign TA form.

8) Route TA package for signatures:

- a. Chief of Staff
- b. Governor's Office
- c. BBMR
- d. DOA Travel Division

**NOTE:** While the TA process may take some time, communicate with Travel Agent to ensure booking is not canceled before the TA is completely processed and DOA purchases the airline ticket. Additionally, it may be a beneficial to email the TA package (after signed by BBMR) to DOA Travel personnel.

- 9) POST Travel: Obtain traveler's AIRLINE BOARDING PASSES and Conference ID Tag and submit with DOA's post travel form – Please see DOA Travel Authorization (TA) file which contains several tabs. This must be done immediately after traveler returns from travel. If a reimbursement is requested by the traveler, obtain all receipts, have traveler sign form and submit to BBMR and DOA. A memorandum to BBMR Director, requesting for reimbursement and signed by the CDLO Director should be attached.
- 10) Obtain a Executive Travel Report (narrative) from the traveler that includes meeting dates, names /titles/organization of whom they met with, meeting participants and meeting discussions / outcomes. This Executive Travel REPORT is required to be submitted to Grantor post travel.